



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta
Director

TITLE: **EXAMINATION PROCTOR, PART-TIME**

SALARY: \$15.00 hourly

LOCATION: Monroe County Department of Human Resources

JOB SUMMARY:

This is a responsible position which involves monitoring a group of candidates who are taking one or more Civil Service examinations. Employees of this class are required to work Saturdays and for an undetermined length of time. General supervision is received from a member of the Civil Service staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus completion of training sessions conducted by the Department of Civil Service.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: January 5, 2022

Posting Deadline: Until Filled